



California Department of Parks and Recreation

Office of Grants and Local Services

WHAT'S NEW?

June 2005

NEW GRANT ADMINISTRATION POLICIES – EFFECTIVE JUNE 1 2005

Bureau of State Audits Report

On August 16, 2004, the Joint Legislative Audit Committee directed the Bureau of State Audits to review and evaluate the policies, practices and procedures of the Office of Grants and Local Services. On April 5, 2005 the Bureau of State Audits released its report which made several recommendations as to how we can better administer our grant programs. Accordingly, as of June 1, 2005, we are making changes to our grant administration procedures as detailed below:

Progress Status Reports

Beginning last December, we implemented a policy whereby grantees reported on the status of their projects every six month. Grantees are required to report on the project status, significant developments with the project, funds spent to date, estimated time of completion, and potential obstacles to completion. This six month Progress Status Report has been modified to require photos of work in progress. In addition, no further payments will be made on a project where the Progress Status Report is more than 15 days overdue.

Certification

All requests for payments and the final project certification, as well as the six month Progress Status Reports will be signed under penalty of perjury by the grantee's authorized representative. Copies of the revised forms with the new certification language are available [here](#). Previous versions of these forms will no longer be accepted.

Scope Changes

Requests to change the project scope must be submitted in writing. These requests must include a new cost estimate, a revised application page, certification that the revised project complies with the California Environmental Quality Act (CEQA), and evidence that the revised project is consistent with the law or budget language that established the grant. Any proposed change to the scope of a legislatively-specified grant that is not clearly consistent with the enabling legislation, will require additional legislative review.

Payment Requests

When submitting a reimbursement payment request, we will continue to require a project cost summary that documents work performed that is consistent with the project scope. When an advance payment has been made, any subsequent payment request received for either an additional advance or a reimbursement will not be processed until we receive a cost summary that documents how the prior advance was spent (eligible costs incurred by the grantee).